

May 27, 2016

INSURANCE INFORMATION NOTICE 2016-9

THIS NOTICE SUPERCEDES PREVIOUS NOTICE 2015-4

SUBJECT: Elevator Inspections and Maintenance

Elevator Inspections

Effective June 1, 2016, the Office of Risk Management (ORM) is contracted with National Elevator Inspection Services (NEIS) for elevator inspection services.

These services include:

- Two routine inspections per elevator type per year
- Temporary inspections (as needed)
- Final acceptance tests for new/modernized units
- Plan review/guideline specifications
- Compliance checks (as needed)
- Certification of firefighter's service

Agencies are expected to review all inspection reports once they are received.

Agencies should contact Client Account Coordinator Jean Wolfe @ jean.wolfe@us.bureauveritas.com or 314-452-1506 for any of the following:

- To ask questions regarding the reports
- To advise of a new elevator needing an inspection
- To report an elevator that has been taken out of service by the agency

Elevator Maintenance

After reviewing the inspection report(s), each agency having one or more elevators with deficiencies must contract with an elevator maintenance company to make all corrections in a timely manner.

ORM will not arrange, or pay for, any portion of the maintenance contract or required corrections to any unit.

For any other issues pertaining to elevators, please contact Cody Reason at (225) 342-8480.